

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/28/2018		2. CONTRACT NO. (If any) EP-W-17-023		6. SHIP TO: a. NAME OF CONSIGNEE HPOD				
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-OARM-18-00153		b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460			
7. TO: JEFFREY COE		f. SHIP VIA						
a. NAME OF CONTRACTOR ATTAIN, LLC		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.						
b. COMPANY NAME		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						
c. STREET ADDRESS 1600 TYSONS BLVD STE 1400								
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 22102					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE HPOD						
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB		12. F.O.B. POINT Destination						
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		
16. DISCOUNT TERMS								
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 831112466 --- Task Order Title: Office of Human Resources Business Support Task Order Contracting Officer Representative: Tracye Smith-Starckey Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center						\$2,153,000.00		
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts								17(i) GRAND TOTAL
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				\$733,600.00	
22. UNITED STATES OF AMERICA BY (Signature)		02/28/2018		23. NAME (Typed) Sheila Dolan TITLE: CONTRACTING/ORDERING OFFICER				

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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DATE OF ORDER 02/28/2018	CONTRACT NO. EP-W-17-023	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Contact information: Smith-Starckey.Tracye@epa.gov --- TOCOR: Tracye Smith-Starcke Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/28/2018 to 02/27/2021					
0001	Base Year - OFFICE OF HUMAN RESOURCES BUSINESS SUPPORT SERVICES Incrementally Funded Amount: \$48,075.00 Accounting Info: 17-18-B-85H-ZZZGF5-2504-1885H18005-001 BFY: 17 EFY: 18 Fund: B Budget Org: 85H Program (PRC): ZZZGF5 Budget (BOC): 2504 DCN - Line ID: 1885H18005-001 Funding Flag: Complete Funded: \$48,075.00				733,600.00	
0002	Option Year One - OFFICE OF HUMAN RESOURCES BUSINESS SUPPORT SERVICES (Option Line Item) 02/28/2019				705,000.00	
0003	Option Year Two - OFFICE OF HUMAN RESOURCES BUSINESS SUPPORT SERVICES (Option Line Item) 02/28/2020				714,400.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$2,153,000.00

Project Title: Office of Human Resources Business Support

1. PERFORMANCE WORK STATEMENT (PWS)

1.1. Background and Purpose

This performance work statement provides support on an as-needed basis to ensure human resource functions are effectively and efficiently carried out. This task order contains seven human resource functions that include support needs for varied OHR business objectives requiring facilitation, meeting/conference support, communications, strategic planning, process development, statistics analysis and documentation and training.

1.2 Scope of Work

EPA's Office of Administration and Resources Management's (OARM) Office of Human Resources (OHR) is responsible for leading and managing human resource functions for headquarters employees, as well as the development and implementation of agency-wide policy, strategic planning, and direction for the EPA's human resource programs. The EPA human resource programs include workforce development; employee benefits and services; recruitment, staffing, and classification; labor and employee relations (LER); cultural diversity initiatives; workforce planning; organizational analysis, agency directives, and consulting services; executive resources management; training and automated human resource management systems. The following identified OHR business areas will require task order support: Strategic Planning and Implementation; Continuity of Operations Planning (COOP); Executive Resources Support; Policies, Procedures, Implementation and Guidelines Recruitment and Benefits Support.

SharePoint will be used as the central data repository for the development, management, storage daily use and access of all task support services assigned for completion.

1.3 Tasks

Task 1: Facilitation

Task 2: Meeting/Conference Support

Task 3: Communications Support

Task 4: Statistics, Analysis and Documentation

Task 5: Strategic Planning

Task 6: Process Development, Analysis and Measurement

Task 7: Training

1.4 Reporting Requirements and Deliverables

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

A. Preparation

1. In coordination with the TOCOR, the contractor shall project budget tracking and reporting format, and project summary format to enable the contractor and the TOCOR to adequately monitor multiple projects on this task order.

2. The contractor shall provide oversight of deliverables, monthly reports and invoices as required by the contract.

B. Business Support

1. The contractor shall select dispute resolution professional(s) for each project under the Task Order in consultation with the PO and TOCOR. The TOCOR will include qualifications for the dispute resolution professional such as knowledge of the subject matter, conflicts of interest, availability and experience in the type of work required, cost, geographic proximity and any other relevant selection criteria.
2. This task order shall provide alternate dispute resolution, consultation, public participation, consensus-building, conflict analysis, situation assessment, conflict coaching, facilitation, and other dispute prevention and dispute resolution services to Headquarters and Regional staff and external parties. The contractor may provide services in person, on site, by telephone or by email.
3. Specific activities shall include, but are not limited to, the following:
 - Consulting with EPA staff and management: The contractor may consult with EPA staff and management regarding the history, status and goals of the project and may review relevant written material on the case or situation.
 - Providing necessary support: At the request of the TOCOR and the parties, the contractor may provide subject matter experts in technical, scientific, economic or other fields related to the substance of the project. This support may include conducting research, reviews and fact analyses and making presentations to the parties.
 - Synthesizing issues and writing summaries: At the conclusion of meetings, the contractor may provide meeting summaries that identify participants, specify points of agreement and disagreement, identify issues that arose during the meeting or that require further attention, and indicate agreed upon next steps. The contractor may draft agreements or other documents outlining agreements or commitments to action for the parties to review.
 - The contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOPO and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

C. Task Areas

1. Facilitation Support

As part of this task, the contractor may provide facilitation support for meetings, listening sessions and outreach activities. The facilitation support shall include:

- Working with the TOCOR to plan meetings and develop agendas
- Designing dispute resolution processes and procedures, if issues arise
- Working with stakeholders to understand their positions
- Facilitating various meetings
- Drafting meeting summaries
- Developing and documenting updates for various planning activities supporting agreements, standard operating procedures

- Documenting and tracking next steps for all project tasks included in this task order
- Developing materials with the outcomes from the meetings in preparation for future meetings, including but not limited to:
 - Project Timeline
 - Project Priorities
 - Tasks
 - Risks
 - Issues for Resolution

2. Meeting and Conference Support

OHR hosts conferences throughout the year, including but not limited to the LER Team Conference, Senior Executive Service (SES) Conference, and the HR Conference. In addition, OHR conducts new employee orientation sessions and off-boarding meetings. The contractor shall ensure stakeholders are well informed and processes are closely followed to ensure conflict is avoided or mitigated.

As part of this task, contractor support may include:

- Facilitating meeting and conference planning team meetings
- Locating and securing meeting space
- Developing meeting and conference agendas and meeting minutes
- Conducting communication and outreach to meeting and conference attendees and presenters
- Developing designs concepts for a meeting or conference website
- Coordinating registration
- Coordinating all logistical arrangements
- Collecting and distributing meeting materials
- Coordinating speakers
- Providing onsite meeting support
- Facilitating meeting and conference sessions
- Conducting meeting follow-up
- Taking Notes
- Documenting proceedings

3. Communications Support

OHR conducts communication and outreach activities to ensure employees, managers and LER are informed about new initiatives, policies and procedures. In addition, OHR is responsible for ensuring EPA senior management is kept well informed about feedback from stakeholders and plans for addressing and resolving concerns. As part of this task, the contractor support may include:

- a. Developing communications plans for the rollout of new policies, procedures, training and initiatives
- b. Developing communication materials, including memoranda, fact sheets, posters, Web content, SharePoint content, talking points and presentations
- c. Developing presentations for management with program updates, achievements and areas for management resolution

4. Statistics, Analysis and Documentation

OHR receives data from internal EPA surveys and government surveys conducted by the Office of Personnel Management (OPM). The contractor shall provide assistance in analyzing the data and providing statistics, if appropriate, from the surveys and facilitating meetings to develop a path forward for addressing the results of the surveys. In addition, the contractor shall provide assistance in developing

presentations for EPA senior management with the results of the surveys and the team's recommendations for moving forward.

5. Strategic Planning

OHR develops strategic plans to address new government requirements, audit and survey findings and feedback from stakeholders. The contractor shall be tasked to provide strategic planning support, including:

- a. Facilitating team meetings to develop a path forward
- b. Conducting analysis
- c. Drafting the strategic plan
- d. Developing and implementing a communications plan
- e. Assisting in implementing the strategic plan
- f. Measuring the effectiveness of the strategic plan

6. Process Development, Analysis and Measurement

OHR develops agency human resources policies and is responsible for OHR's intranet website which serves as the communication mechanism for various HR information topics such as: agency-wide directives, policy and procedures, strategic planning, and direction for EPA's human resource programs including but not limited to: workforce development; employee benefits and services; recruitment, staffing, and classification; labor and employee relations; cultural diversity initiatives; workforce planning; organizational analysis, agency directives, and consulting services; executive resources management; training and automated human resource management systems.

The contractor shall provide assistance in developing standard operating procedures to ensure the effective implementation of policies and procedures as well as advise, analyze and provide recommendations to improve existing SOPs and other documents including but not limited to: onboarding, workman's compensation, leave bank, telework, administrative leave, compensatory time, etc. As part of this support, the contractor may conduct a gap analysis to determine deficiencies and corrective actions needed. In addition, the contractor shall develop and implement metrics to assist in analyzing the effectiveness of deficiencies identified.

7. Training

OHR is responsible for developing and implementing training for EPA employees and managers. Training includes, but is not limited to, employee orientation, new manager orientation, mandatory training, EPA University implementation and new policy and procedure overviews.

As part of this task, the contractor shall provide support in the following areas:

- a. Developing training
- b. Testing training
- c. Developing and implementation a communications plan to rollout the training
- d. Conducting the training
- e. Answering training questions
- f. Monitoring the training completion
- g. Developing training lessons learned

D. Briefings and Reports

1. Oral Briefings – At intervals specified by the TOCOR, but no less frequently than quarterly the contractor shall provide the TOCOR and the designated program contact with an oral briefing on the status of work pursuant to each Technical Directive and this TO.
2. Annual Report – The contractor shall provide the TOCOR and PO with an annual report that

summarizes the projects assigned and performed. This annual report shall be submitted by September 30th of each year and shall be a compilation of all projects started, continuing and completed during the fiscal year, the status of each project, the outcome of each completed project and the funding expended. The contractor shall submit a draft outline of the report to the TOCOR and PO for approval at least one month prior to the due date of the report.

3. Task or Project Reports - The contractor shall prepare a brief report at the end of each task or project. The report shall briefly describe the services provided, a list of stakeholders involved in the case, and the results of those services, including any recommended follow-up actions.
4. Final Report – The contractor shall prepare a final report for the Task Order. This report will include each case report that was prepared (above), an overall evaluation of the services provided as part of the Task Order, lessons learned and recommendations for the future.
5. Evaluation – The contractor shall provide information for EPA's ADR and contract tracking systems. Dispute resolution professionals working under this Task Order shall complete EPA ADR evaluation system questionnaires and provide information necessary to administer questionnaires to participants in ADR processes (e.g., contact information for parties). The contractor shall contribute to or conduct all or parts of an evaluation of the case according to EPA case or meeting evaluation protocols.

SCHEDULE OF DELIVERABLES

Deliverable	Schedule	Format/Distribution
Quality Assurance Project Plan http://www.epa.gov/quality/epa-quality-management-tools-projects	Within 14 calendar days after task order is awarded	Email to Contract-level COR and respective TOCOR
Monthly Progress Report	15 th of each month (following completion of 1 st reporting period)	Email a copy to the CO, Contract level COR and TOCOR

1.5 Period of Performance

The period of performance of this task order will be from the date of contract award through 42 months:

- Base: 12 months from date of award
- Option 1: 12 months from option exercise
- Option 2: 12 months from option exercise

1.6 Task Order Type (Firm Fixed Price or Time & Materials):

This will be a time-and-materials (T&M) task order.

2. INSPECTION AND ACCEPTANCE

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3. TASK ORDER ADMINISTRATION DATA

3.1 Contract Administration Representatives

Contracting Officer: Sheila Dolan, dolan.sheila@epa.gov

Contract Specialist: John Moua, moua.john@epa.gov

Contract Level Contracting Officer's Representative: Kim Farmer, farmer.kim@epa.gov

Task Order Contracting Officer's Representative: Tracye Smith-Starkey, Smith-Starkey.Tracye@epa.gov

3.2 INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) – ALTERNATE I (JUNE 1996)

Invoices shall be submitted through FedConnect to the CO, CS, and TOCOR. Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT DDC-KINVOICES@EPA.GOV

For format and guidance refer to: http://www2.epa.gov/financial/contracts#Contract_invoices
The customer service contact information for the finance office is contractpaymentinfo@epa.gov and 919-541-1148.

4. TASK ORDER CLAUSES (WILL DEPEND ON IF THERE ARE OPTIONS OR OPTIONAL TASKS)

4.1 FAR 52.217-7 Option for Increased Quantity -- Separately Priced Line Item (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item (service), at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within *14 calendar days*. Delivery of added items (services) shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of Clause)

4.2 FAR 52.217-8 Option to Extend Services. (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates shall be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

(End of Clause)

4.3 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

4.4 EPAAR 1552.237-72 Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

Program Manager

5-1 EPA-J-52-101 LIST OF ATTACHMENTS

Attachment 1: Quality Assurance Surveillance Plan

Attachment 2: Pricing Document (Placed in Supporting Document of EAS system)

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).</p>
<p><u>TIMELINESS:</u></p> <p>For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).</p>